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3 April 1951

MEMORANDUM FOR: DIRECTOR

SUBJECT: Periodic Guides for Current Reporting - Inauguration of Series by Department of State

ENCLOSURE: (A) Copy of Department of State (draft) Reporting Instructions for Foreign Service, dated 12 March 1951  
(B) Copy of Department of State "Periodic Guide for Current Economic Reporting" for April 1951

1. The Department of State (Office of OLI) is inaugurating a series of "Guides on Current Reporting," primarily intended for use by the Foreign Service, but also contemplating usefulness to the O/O and O/EO collection services. It is presently planned that these Guides will extend to include coverage of the Economic, Political, and Sociological fields in all areas, and that they will be issued on an approximate monthly basis.

2. Enclosure (A) comprises the set of instructions under which the Guides will be issued to the Foreign Service. Enclosure (B) is the initial issue of a Current Economic Reporting Guide for the Far East which has been coordinated with O/ER. Copies of a preliminary draft of Enclosure (B), previously received in this Agency, were, by the AD/O, issued to his representatives in the field for comment as to usefulness. Additionally, a copy of Enclosure (B) has been issued to the AD/EO, requesting comment as to the general usefulness of this type of Guide to the O/EO collection service.

3. A combined Political, Economic, and Sociological Guide for the NEA area will be issued shortly, and Guides for other areas are in the course of preparation in the State Department.

4. The desirability of instituting a series of Scientific Current Reporting Guides has been discussed with a representative of O/SI, with favorable reaction.

JAMES Q. HENNER  
Acting Assistant Director,  
Intelligence Coordination

cc: AD/O }  
AD/EO } Less enclosures  
AD/ER }  
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